

**Completed applications may be submitted
by mail, walk-in or e-mail to:**

ATTN: Amanda Cornaglia
Activity Center at Bohrer Park
506 S. Frederick Avenue
Gaithersburg, MD 20877

acornaglia@gaithersburgmd.gov

For more info, please call 301-258-6350 or go to
www.gaithersburgmd.gov.



Gaithersburg
A CHARACTER COUNTS! CITY

Main Street Farmers and Artists Market
301 Main Street, Gaithersburg, MD 20878
Saturdays, May 2 – November 21
9:00 a.m. – 2 p.m.

Fulks Corner Farmers Market
Corner of Rt. 355 and Fulks Corner Avenue
Thursdays, May 7 – November 19
12:30 p.m. – 6 p.m.

2015 FARMERS & ARTISTS MARKET VENDOR APPLICATION (SINGLE DAY)

****Please refer to the Market Vendor Guidelines when completing this application****

REGISTRATION BEGINS: City Residents: March 2, Nonresidents: March 9

Please Print Legibly or Type

Name _____ Business Name _____

Full Mailing Address _____

Home # _____ Cell # _____

E-mail (Required) _____

Item Price Range: \$ _____ - _____

(Please note that inexpensive items tend to sell best at this market.
You sell at your own risk.)

MD Tax ID # (Required) _____

(Vendors without a Tax ID # will not be considered. Call 410-767-1300 to obtain one before applying.)

Payment Accepted: Cash Checks Debit/Credit SNAP WIC FMNP

SINGLE DAY VENDOR FEES

Please circle the dates you would like to attend the market on the calendars below. ***Application does not guarantee acceptance into the market***

•Single Day Vendor*

City Resident: \$25

Nonresident: \$30

Please make checks payable to "City of Gaithersburg"

THURSDAYS AT FULKS CORNER (FOOD ONLY)

May	June	July	Aug.	Sep.	Oct.	Nov.
7	4	2	6	3	1	5
14	11	9	13	10	8	12
21	18	16	20	17	15	19
28	25	23	27	24	22	
		30			29	

SATURDAYS AT MAIN STREET

May	June	July	Aug.	Sep.	Oct.	Nov.
2	6	4	1	5	3	7
9	13	11	8	12	10	14
16	20	18	15	19	17	21
25	27	25	22	26	24	
30			29		31	

***Single Day Vendors will receive an assigned space. Spaces are on a first-come first-served basis, with priority going to Seasonal Vendors. Once a single day vendor is confirmed for a specific date, no refunds are issued.**

*The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act (ADA). Requests must be submitted at least 3 weeks in advance. **Please indicate the ADA accommodations you will need:** _____*

I certify that the information contained in this application is true, and I will personally be responsible for ensuring the space plan for this market will be carried out in conformance with this application and the guidelines. I further understand that I must have a Maryland Sales Tax ID # in order to sell. I certify that I have read, or have been given the opportunity to read, fully understand and agree to abide by R-73-05 (sent upon request), and amendments thereto, the Artist and Craft Vendor Guidelines, this agreement, and any other applicable law or resolution that is in effect as of the annual starting date of this market.

Signature _____

Date _____

Amount Paid \$ _____ ☐ Cash Check/Money Order # _____

VISA/MC/DISC # _____ Exp. ____ / ____

Signature _____

Print Name _____

Office Use Only:

2015 Gaithersburg Markets Single Day Vendor
Fulks Corner #41977 Main Street # 41976

Rec'd: _____ W E M F Resident: Y N

Processed by: Initials: _____ Date: _____

ITEMS BROUGHT TO MARKET

(If necessary, attach an additional sheet. Items not listed may not be sold at the market without prior approval from the Market Coordinator.)

***Briefly tell us about your market product and the process used to make it. Only locally sourced/prepared food and/or original, handcrafted items are acceptable.**

***Do you sell at any other regular markets? If so, please list name, day and time of market below:**

***Please list any markets/vendor shows in which you have participated in the last 3 years, if any.**

***The following persons are designated my employee/agent/representative:**

1) _____ 2) _____ 3) _____

***Please list your business websites, including social media.**

***Please provide us with a short bio about your business (or a link for one online)**

***If you are not a previous approved participant in the Gaithersburg Markets, or you have a new set-up, please include:**

- 3-5 current, high-quality photographs of your products to be sold at market
- 1 photo of your proposed booth set up. If you do not have a photo of your booth, please provide a detailed drawing. Applications without a display photo/drawing will not be considered. All photos will be retained. Digital photos may be sent via email or you can provide a link to photos on a website:

Single Day Vendors may apply throughout the season, as space allows. Applications must be received at least two weeks before requested start date(s).

Non-Food/Farm Vendors may only apply for Main Street Pavilion.



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2015 MARKET VENDOR GUIDELINES

The City of Gaithersburg is providing local businesses with the opportunity to sell their locally sourced or prepared food items, and or handcrafted works, within certain guidelines, at the 2015 Fulks Corner Farmers Market and Main Street Farmers and Artists Market. All applications will be reviewed and artists who apply will be juried. All applications must receive approval from the Market Coordinator before acceptance into the market(s). At Main Street, the Pavilion & surrounding spaces are reserved for seasonal farmers and food vendors only.

SINGLE DAY VENDOR FEES

REGISTRATION BEGINS: City Residents: March 2, Nonresidents: March 9

Application does not guarantee acceptance into the market

Please make checks payable to "City of Gaithersburg"

•Single Day Vendor*

City Resident: \$25

Nonresident: \$30

***Single Day Vendors will receive an assigned space. Spaces are on a first-come first-served basis, with priority going to Seasonal Vendors. Once a single day vendor is confirmed for a specific date, no refunds are issued.**

REGISTRATION PROCESS

- To be considered for market space, all vendors must submit a complete application package which includes:
 - A signed and completed 2015 Single Day Vendor Application
 - Applicable fee
- Vendors not previously approved by the Gaithersburg Farmers & Artists Markets MUST also include:
 - 3-5 current, high-quality photographs or digital photos of your products to be sold at market
 - 1 photo of your proposed booth set up. If you do not have a photo of your booth, please provide a detailed drawing. Photo must include your canopy, business sign and table set up. Applications without a complete display photo will not be considered. All photos will be retained.
 - Applicable fee
- Please mail or drop off your application package to:
 - Activity Center at Bohrer Park, 506 S. Frederick Avenue, Gaithersburg, MD 20877 (ATTN: Amanda Cornaglia)
 - Artists submitting digital photos or website link may submit their application by e-mail to:
acornaglia@gaithersburgmd.gov.
- Within two weeks of receipt, you will be notified by e-mail. Acceptance is based on specific criteria defined below. Accepted vendors will receive a vendor packet with market details. Refunds will be issued to non-accepted applicants.
There will be NO refunds once a vendor is accepted into the market.

ARTIST JURYING CRITERIA

All artists who submit a completed application will be juried based on the following set of criteria:

- Originality, quality, display, attractiveness, uniqueness, and balance of type of crafts
- Handcrafted items produced by the vendor submitting the application. We will not accept anyone selling kits and commercially manufactured merchandise, imported merchandise, novelty sales items, sports collectibles, or embellishments on imported or manufactured bulk merchandise.
- Preference will be given to creatively designed display booths to maintain the integrity of the market. The display area is no larger than 10'x10'.
- Preference will be given to returning vendors in good standing.

SPACE ASSIGNMENTS

All single-day spaces are 10'x10' and will be located outside of the pavilion, either on the brick or on the grass. **All Vendors must provide their own set up which includes tables, chairs, and a 10' x 10' canopy with weights for windy conditions. Vendors must take responsibility for setup and teardown. Each vendor will also display a neat, legible sign identifying their business.** Single Day Vendors will be expected to adhere to their assigned space for the entire duration of the market. Vendors are not permitted to make their own arrangements to change their assigned space.

Successful applicants will receive a map with the location of their space. Vendors are expected to know where their space is and ensure they are setting up within their assigned space and dimensions. **Single Day Vendors must be set up and ready to sell by no later than 8:45 am.**

SET UP/TAKE DOWN

Main Street Farmers and Artists Market: All single-day vendors must arrive at market by 8:00 a.m. and no later. If you have been approved to bring your vehicle onto the brick/grass you will need to arrive no later than 7:30 a.m. in order to ensure that you can get your truck into your space. If you arrive late, you may not be able to get your truck in the reserved parking space. Vendors are required to keep their booth open from 9 a.m.-2 p.m. Vendors are not permitted to pack up or leave the market earlier than 2 p.m. All vendors must leave the premises by 3:30 p.m.

Fulks Corner Farmers Market: All farmer vendors may begin arriving by 10 a.m. All vendors must be set up by 12:15 pm, so please time your arrival accordingly. If you arrive late and your space has been taken, you must speak with Market Master upon arrival to determine if you will set up. Vendors are required to keep their booth open from 12:30-6 p.m. Vendors are not permitted to pack up or leave the market earlier than 6 p.m. At 6 p.m., please begin packing up. All vendors must leave the premises by 7:30 p.m. At the discretion of the Market Master, vendors may be permitted to sell prior to 12:30 pm. **Exception:** The Market may close at 5 pm or dusk during November to accommodate the change in daylight hours.

MARYLAND STATE SALES TAX

The City of Gaithersburg is required to submit all vendor names and addresses to the Maryland Comptroller's Office. All artists are required to have a MD Tax ID number and are responsible for obtaining that number from the Maryland Comptroller's Office. Please contact their offices at 410-767-1300 / www.marylandtaxes.com to obtain one before submitting your application. **Applications without a MD Tax ID # will not be considered.**

TERMS AND CONDITIONS

- Mass produced items and commercial items and informational tables are not allowed at Market.
- All items that artists and crafters sell at the market must be handmade. Artists are only allowed to sell items formally approved by the Market Coordinator and jurying committee.
- I agree to conduct myself in a professional manner.
- I agree to confine all materials to my assigned space.
- I agree to sell during the entire duration of the market and will not close my booth before 2 pm. I understand that leaving prior to closing is disruptive and vendors who do so may not be invited back to the market.
- I agree to comply with all federal, state and local regulations.
- I agree to not approach a customer viewing another artist's display.
- I agree to not use profanity or become physically or verbally abusive.
- I agree to be responsible for the behavior of those designated to act as an employee/agent/representative.
- I agree to not hawk my items or sell in an aggressive manner.
- I agree to not bring my vehicle onto the brick/grass of the market area and understand that only preapproved vendors are permitted to bring vehicles onto the brick/grass.
- I agree to provide trash receptacles for any waste generated by my booth and further agree to remove that trash from the market myself. I understand that receptacles provided by the Market are intended for the use of our customers and guests only.
- I agree to refrain from smoking or drinking alcohol at the market.
- I agree to not have pets, alcohol, weapons, or illegal/harmful substances while selling on City property.

- I agree to provide all items necessary for my booth operation (tables, chairs, canopy, etc.) and further agree to safely and properly secure my canopy/tent and all items in the event of adverse weather conditions. I agree to provide a canopy that is neat, clean and in good repair. I also agree and understand that I am required to have a neat and legible sign at my stand identifying my business.
- I agree to allow the City to take and/or use photographs, video and/or recordings of my booth for promotional purposes in print or televised advertisements, brochures, postcards, fliers, City website, and other marketing media.
- I understand that street parking is limited and agree to park my vehicle away from the market in attempt to leave spaces open in front of the market for customers. This does not apply to any vendor who has informed the Market Coordinator of an ADA accommodation request.
- I understand that I must be completely set up by 8:45 am.
- I understand that the Montgomery County Bag Tax does not apply to this market.
- I understand that the market will be held rain or shine and that the choice to participate is entirely mine to make. If the weather prevents an artist from attending, that artist must immediately notify the Market Coordinator e-mail at acornaglia@gaitthersburgmd.gov. The City will not cancel this event unless safety is of concern. Check our website www.gaitthersburgmd.gov for the status of the market.
- Vendors may not switch, sublet, or apportion spaces to other vendors without prior approval from the Market Coordinator.
- **Vendors agree not to hold the City or its employees responsible if they do not make a profit.** It is also understood that the City will not be responsible for theft or damage to any items or displays. Vendors assume all responsibility for any loss, damage, claim or other injury to the City or to third parties resulting from use of the site by vendors, or by reason of vendor, their employees, agents, representatives, or to any of the items, materials, goods or other property of the same, whether caused by fire, theft, act of God, accident or any other cause whatsoever, for the period during which the Vendors use the space(s), and shall indemnify and hold harmless the City, its employees, agents and representatives from any and all such loss, damage, claim, injury or other expense relating thereto.
- Vendors agree to be cooperative with the City of Gaithersburg's agents and other vendors. **City staff reserves the right to remove any vendors who they deem uncooperative.**
- The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate. These spaces are for the sole purpose of vending handmade products and arts and crafts. No other solicitations are allowed.
- Participation in the Gaithersburg Farmers & Artist Market Program by groups or organizations other than City of Gaithersburg Officials, departments or committees, does not constitute City of Gaithersburg endorsement.
- Acceptance into the Farmers & Artist Market does not include participation in City-sponsored events, festivals or flea markets, which require separate fees and pre-registration.

Interpretation of these guidelines is at the discretion of the City staff.

TERMINATION

The Market reserves the right to terminate this agreement at any time. All terms and conditions shall survive termination.

For more information, please contact Amanda Cornaglia at acornaglia@gaitthersburgmd.gov or Andi Rosati at

arosati@gaitthersburgmd.gov

301-258-6350
